

County of Door  
Custodian I

Status: Courthouse Union  
Department: Building & Maintenance  
EEO: 08 Service/Maintenance

Pay Grade: L  
Revision Date: 01/19/2010

## **General Summary**

Under the supervision of the Director of Building & Grounds or with direction from the Custodian III-Night Supervisor as applicable, is responsible for ensuring that assigned areas are clean and orderly. The work performed is of a recurring nature, but could include specific instruction on new or unusual assignments.

## **Duties and Responsibilities**

### ***Essential Job Functions***

1. Cleans and sanitizes drinking fountains and rest rooms, replacing toweling and other supplies needed
2. Washes windows, doors and mirrors
3. Cleans lights and light fixtures
4. Dusts and cleans desks, cabinets, blinds and counter tops
5. Empties wastebaskets and takes out trash daily.
6. Wipe down stairway handrails and elevator panels as needed
7. Change lights as required
8. Clean and sanitize office trash containers
9. Keeps all janitors closets stocked with supplies-toilet paper, towels, soap, light bulbs etc. and writes up supply order as needed
10. Assist in setting up equipment and furniture for meetings and special events, and remove when finished, have rooms ready for next day use
11. Clean rest room fans, partitions and all ceiling defusers
12. Vacuuming all carpets
13. Mopping and scrubbing floors and walls

### ***General Job Functions***

1. Assist in the sorting of incoming mail and dispatch of outgoing mail, as assigned
2. May be required to assist in snow and ice removal activities, if needed.

## **Reporting Relationships**

Reports to the Director of Building & Grounds or with direction from the Custodian III-Night Supervisor as applicable

## **REQUIREMENTS**

### ***Training and Experience***

1. High school diploma or GED;
2. One (1) or more years of responsible work experience; or an equivalent combination of training and experience.
3. Valid driver's license.

### **Knowledge, Skills, and Abilities Required**

1. Ability to read, comprehend, follow oral and written instructions, and communicate both verbally and in writing at a level associated with completion of a high school degree or equivalent training.
2. Some knowledge of cleaning practices, supplies and equipment, and the ability to use them economically and efficiently; ability to determine cleaning procedures, materials and equipment.
3. Ability to work in harmony with others. Able to complete physically manual labor involving lifting, carrying, and pushing cleaning equipment.
4. Ability to work independently and adjust to different situations.
5. Possess common sense and be dependable in terms of attendance and completing work assignments in a timely and quality fashion.
6. Be able to work with limited supervision and make decisions concerning work priorities.
7. Vacuums, mop and mop ringer, carpet spotter and some hand tools.

### **Physical & Working Conditions**

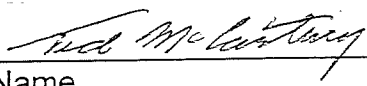

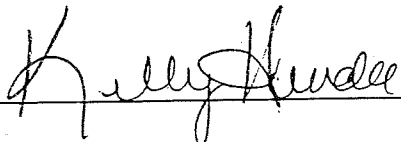
May work in environments with minor discomfort from temperature, dust, and noise, wetness and the like. Use of cleaning chemicals and doing physical labor are sources of potential injury. Working safely is essential to reduce the opportunity/occurrence of injury.

Approximately 50% of time worked is standing or walking, bending/twisting and reaching performing work using near vision. Approximately 50% of time worked involves activities which include low lifting (0-10 lbs.) and pushing and pulling equipment and/or objects weighing up to 40 lbs. Approximately 25% of time worked involves low carrying (10 lbs. or less). Approximately 10% of the time worked the following activities may occur – stooping, kneeling, climbing, crouching and lifting, carrying and pushing objects up to 80 lbs. In unusual situations the following activities may occur – crawling, balancing, feeling, using far vision and carrying, pushing or pulling objects over 100 lbs.

In an effort to provide the continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

		8-6-08
Name	Department Head	Date
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		8/6/08
Name	Human Resources Director	Date